The current Standards Working Group members include:

- Ruth Bryan, Rare Book, Manuscripts, and Special Collections Library, Duke University
- Jackie Dean, NC ECHO, State Library of North Carolina
- Valerie Gillispie, Manuscripts Department, Wilson Library, University of North Carolina at Chapel Hill
- Lynn Holdzkom, Manuscripts Department, Wilson Library, University of North Carolina at Chapel Hill
- Peter Hymas, Manuscripts Department, Wilson Library, University of North Carolina at Chapel Hill
- Jill Katte, University Archives, Duke University
- Kathy Wisser, NC ECHO, Rare Book, Manuscript, and Special Collections Library, Duke University

This document would not have been possible without the solid foundation established in the beginning years of NCEAD and the thoughtful input of Standards Working Group members. Questions or comments about the guidelines and template in this document should be addressed to Kathy Wisser, NC ECHO Metadata Coordinator (katherine.wisser@duke.edu).

About *DACS*

It is strongly recommended that institutions creating EAD finding aids familiarize themselves with the content standard, *Describing Archives: a Content Standard (DACS)*, published by the Society of American Archivists. Not only has the NCEAD template and guidelines been updated for *DACS* compliance, the use of the <descrule> element in the template states that the finding aid is written in accordance with *DACS*. These guidelines do not attempt to cover material that forms the core of *DACS* but to provide an introduction to the content standard and to point out some areas in which *DACS* will impact how you write finding aids.

DACS is structured to facilitate description for archival collections. While platform-neutral, it includes examples of descriptive elements in both EAD and MARC, with an appendix of full examples of each at the end. The descriptive elements included are:

- Identity
- Content and Structure
- Conditions of Access and Use
- Acquisition and Appraisal
- Related Materials
- Notes
- Description Control

In addition, *DACS* provides detailed information on levels of description and the description of creators. The Forms of Names portion of the standard complements and extends those chapters in *Anglo-American Cataloging Rules 2nd ed. Revised* that form the standard for the